

NATIONAL WEATHER SERVICE INSTRUCTION 90-101

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Staffing and Organization

Staffing Administration, NWSPD 90-1

APPROVED LEADERSHIP POSITIONS FOR SERIES BROADENING

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

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SUMMARY OF REVISIONS: None. This instruction is new. It implements NWSPD 90-1, Staffing Administration, dated August 28, 2002, paragraph 6.1.3.

National Weather Service (NWS) staffing practices serve several functions including recruiting and retaining highly qualified personnel and provide appropriate opportunities for career advancement for all employees. Analysis of the 2002 NWS Survey Feedback Action II data uncovered the perception that leadership opportunities for non-meteorologists are limited. The Workforce and Human Capital Committee (WHCC) chartered a team in late 2002 to recommend which grade 15 ([or equivalent pay band](#))¹ positions should be broadened when vacated.

In reviewing all grade 15 positions, several conclusions were reached: Most jobs are assigned to the proper series; some jobs can be described by a broader series without materially changing operational risk and therefore provide enhanced career opportunity (see [Appendix A](#)); other jobs should be narrowed; and only executive management can assure, through periodic review of staffing actions, that job requirements are objective, positions are properly classified, staffing documents are properly written, and jobs are properly advertised and filled. Appendices B, Approved for Grade 14 Positions, and C, Approved for Grade 13 Positions, will be added when approved by the WHCC and the NWS Corporate Board.

This instruction is the direct result of WHCC and Corporate Board support for the team's major recommendation: Develop a process for supervisors to ensure that positions NWS-wide are filled using consistent guidance to ensure maximizing career opportunities for all employees. Go to the NWS [Employee Resources & Best Practices](#)² web page to view the Best Practices Staffing Procedures and Guidance Handbook (November 2005—Initial Issuance) under "HR" Tools.

This version addresses two questions in detail: "How do I establish a position?" and, "How do I fill a vacancy?" As used herein, "supervisor" is interchangeable with "manager."

Signed by Nicholas Leivers October 18, 2005

Matthew A. Jadacki

Date

Chief Financial Officer/Chief

Administrative Officer

¹ See Department of Commerce Demonstration Project Operating Procedures Manual, Office of Human Resources Management for details and positions included in the demonstration.

² NWS website accessed October 2005: <https://bestpractices.nws.noaa.gov/>.

Approved Positions for Series Broadening

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1. Introduction and Purpose. National Weather Service (NWS) staffing practices serve several functions including recruiting and retaining highly qualified personnel, and providing appropriate opportunities for career advancement for all employees. Analysis of the 2002 NWS Survey Feedback Action II data uncovered the perception that leadership opportunities for non-meteorologists are limited. The Workforce and Human Capital Committee (WHCC) chartered a team in late 2002 to recommend which grade 15 positions should be broadened when vacated. Grades 14 and 13 are being examined by another team and the results of their recommendations, when approved by the WHCC and NWS Corporate Board³, will be incorporated in a revision to this document. At this time, no other grade levels are under consideration.

In reviewing all grade 15 positions, several conclusions were reached:

- Most jobs are assigned to the proper series;
- some jobs can be described by a broader series without materially changing operational risk and therefore provide enhanced career opportunity (view the Corporate Board-approved candidate grade 15 list at (See [Appendix A](#));
- other jobs should be narrowed; and
- only executive management can assure, through periodic review of staffing actions, that job requirements are objective, positions are properly classified, staffing documents are properly written, and jobs are properly advertised and filled.

This instruction is the direct result of WHCC and Corporate Board support for the team's major recommendation: Develop a process for managers and supervisors to ensure that positions

³ The Corporate Board is composed of the Assistant Administrator (AA) for Weather Services (Chair); the Deputy Assistant Administrator; the Chief Financial Officer/Chief Administrative Officer; the Chief Information Officer; the Director, Strategic Planning and Policy; four Headquarters Office Directors; and six Regional Directors. See NWSPD 1-3, *Corporate Operations*, at <http://www.nws.noaa.gov/directives/001/pd00103b.pdf> for additional details.

NWS-wide are filled using consistent guidance to ensure maximizing career opportunities for all employees. Go to the NWS [Employee Resources & Best Practices](#)⁴ web page to view the *Best Practices Staffing Procedures and Guidance Handbook (September 2005—Initial Issuance)*. This version addresses two questions in detail: “How do I establish a position?” and, “How do I fill a vacancy?” As used herein, “supervisor” is interchangeable with “manager.”

2. Procedure. When a vacancy occurs⁵ for any General Service (GS) grade 13, 14, or 15, the supervisor will first check the title of the position against those listed in the appendices to this instruction. [Appendix A](#) lists current titles of grade 15 positions under the series broadening umbrella. Similarly, appendices B and C will list current titles of Grades 14 and 13 positions that may also be broadened after another team completes their investigations of those grades and WHCC and NWS Corporate Board approval is obtained. These appendices list the positions that, when vacated, will be series broadened. No change is anticipated to the current series while a position is encumbered.

2.1 Included Positions. If a vacant position is included on the list, supervisors will use the indicated series unless they can secure a waiver from the Chief Administrative Officer (CAO) that the job has changed so much that the indicated series is not in NWS’ best interest.

2.1.1 Waiver Procedure. Supervisors may seek a waiver from the CAO by submitting a succinct business case (less than two business letter pages) as to why the WHCC and Corporate Board decision should be set aside in favor of another series. The CAO will either approve or disapprove the waiver request. The decision of the CAO is final and may not be appealed.

2.2 Non-Included Positions. When a position is not included on the broadening list, it should normally be filled using the current series, unless job requirements have changed to the point where reclassification makes sound management sense.

2.3 Vacancy Process. The process for filling vacancies involves several steps and entails the review, editing, and or generation of new documents and coordination among various individuals and organizations. Specific guidance is contained in the *Specific Staffing Procedures and Guidance Handbook*, located on the NWS’ [Employee Resources & Best Practices](#)⁶ web page.

⁴ NWS website accessed October 2005: <https://bestpractices.nws.noaa.gov/>.

⁵ For organizations participating in the Pay Banding Demonstration project, see page 10 of the web site located at http://ohrm.os.doc.gov/static/PROD01_001029.pdf.

⁶ NWS website accessed October 2005: <https://bestpractices.nws.noaa.gov/>.

Appendix A - Table of Approved Grade 15 Positions

The accompanying table lists the 29 WHCC and Corporate Board-approved grade 15 positions that, when vacated, will be series broadened. No change is anticipated to the current series while a position is held by the current incumbent. Vacant positions will be advertised using the “new series” unless appealed to, and a written waiver is issued by, the CAO. The CAO’s decision is final.

| TABLE – Approved Grade 15 Positions | | | |
|---|----------------|------------|--|
| Position/Location | Current Series | New Series | Rationale |
| Strategic Planner (SP) OSP, HQ W/SP | 1340 | 1301 | Position is the lead staff role for strategic planning activities for the NWS, and coordinates with the NOAA Strategic Plan. This position requires analytical and organizational ability. While understanding of NWS is important, the incumbent does not need to have a degree in meteorology to do the job. This position could be filled by someone with a physical science degree. |
| Science Plans Branch Chief (OST12) OST, HQ W/OST12 | 1340 | 1301 | Leads Branch support of science and technology infusion NWS operations, including the scientific and technical review of new science and technology. This position could be filled by someone with a physical science degree, but not necessarily a meteorologist. |
| Statistical Modeling Branch Chief (OST22) OST, HQ W/OST22 | 1340 | 1301 | Serves as the supervisor. Directs research and development, monitoring progress, ensuring guidance is issued in a timely manner, and seeking new opportunities for application of interpretive techniques to further the NWS mission. This position could be filled by someone with a physical science degree, but not necessarily a meteorologist. |
| Decision Assistance Branch Chief (OST23) OST, HQ W/OST23 | 1340 | 1301 | Serves as the supervisor. Leader of projects designed to provide hydrological variables, short range numerical and statistical forecasts, and expert meteorological development assistance to field forecasters. This position could be filled by someone with a physical science degree, but not necessarily a meteorologist. |
| Evaluation Branch Chief (OST25) OST, HQ W/OST25 | 1340 | 1301 | Leader of projects designed to evaluate data quality, models and forecasts through development of techniques to be implemented at WFOs, RFC,s and NCs. This position could be filled by someone with a physical science degree, but not necessarily a meteorologist. |
| Maintenance Branch Chief (OPS12) OPS, HQ W/OPS12 | 801 | 855 | Position deals predominately with e-systems maintenance issues. The position should be narrowed to applicants qualified as electronics engineers only. |

TABLE – Approved Grade 15 Positions

| Position/Location | Current Series | New Series | Rationale |
|--|----------------|------------|---|
| National Reconditioning Center Chief (OPS16) OPS, HQ W/OPS16 | 801 | 855 | Knowledge required is in the areas of e-systems depot operations management; complex integrated e-systems operation and maintenance; quality control of depot operations; industrial production processes. The position should be narrowed to applicants qualified as electronics engineers only. |
| Deputy Operations Officer (DXO) (NP) NCEP W/NP | 1340 | 1301 | Has a broad range of responsibilities applying requirements in support of operations within NCEP and its multiple national centers. The 1301 series broadens the candidate pool and emphasizes the general nature of the work. This position could be filled by someone with a physical science degree, but not necessarily a meteorologist. |
| Central Operations Deputy Division Chief (NP1) NCEP W/NP1 | 1340 | 1301 | Has a broad range of responsibilities applying requirements in support of operations within NCEP and its multiple national centers. This position could be filled by someone with a physical science degree, but not necessarily a meteorologist. |
| Climate Prediction Center Deputy Director (NP5) NCEP W/NP5 | 1340 | 1301 | Broad range of responsibilities applying requirements in support of operations of multiple branches within NCEP and broad coordination responsibilities within and outside of the US. This position could be filled by someone with a physical science degree, but not necessarily a meteorologist. |
| Operations Branch Chief (NP51) NCEP W/NP51 | 1340 | 1301 | Broad range of responsibilities applying requirements in support of operations of multiple branches within NCEP and broad coordination responsibilities within and outside of the US. This position could be filled by someone with a physical science degree, but not necessarily a meteorologist. |
| Deputy Director Aviation Weather Branch (NP61) NCEP W/NP61 | 1340 | 1301 | Broad range of responsibilities applying requirements in support of multiple branches within the AWC and broad coordination responsibilities within and outside of the US. This position could be filled by someone with a physical science degree, but not necessarily a meteorologist. |
| Deputy Regional Director AR, CR, ER, SR, WR W/ARx1, W/CRx1, W/ERx1, W/SRx1, W/WR | 1340 | 1301 | This position supports the management of all scientific AR, CR, ER, SR, WR programs and field offices. The incumbent also manages and directs the administrative resources, such as budget, human resources, and strategic planning. This position could be filled by someone with a physical science degree, but not necessarily a meteorologist. |

TABLE – Approved Grade 15 Positions

| Position/Location | Current Series | New Series | Rationale |
|---|----------------|-----------------------|---|
| Scientific Services Division Chief AR, CR, ER, SR, WR W/AR1, W/ER3, W/CR3, W/SR3, W/WR3, | 1340 | 1315, 1340 | Scientific advisor to the Regional Director, and is primarily science degree, but the field should be narrowed to include only applicants qualified as hydrologists and meteorologists. This position could also be filled by someone with a physical science degree, but the field should be narrowed to include only applicants qualified as hydrologists and meteorologists. |
| Systems Operations Division Chief AR, CR, ER, SR, WR W/AR4, W/CR4, W/ER4, W/SR4, W/WR4 | 1301/ 801 | 801, 1301, 1550 | Broad range of responsibilities - system and facilities support of operations; regional IT operations. This position could be filled by someone with a physical science degree, an engineering degree, or a computer science degree. The position could be posted as an Interdisciplinary vacancy for a 1301/801/1550. |
| Chief Operating Officer SR only (SRx2) W/SR | 1340 | 1301 | Oversees the conduct, development, and implementation of region-wide programs that cut across operations, science, and technology; and oversees region-wide programs of quality and timeliness of products and services that include the adequacy of human resources and technological support. This position could be filled by someone with a physical science degree, but not necessarily a meteorologist |
| Climate, Water and Weather Division Chief (SR1) W/SR1 | 1340 | 1315, 1340 | This position is in charge of all climate, water and weather related services for Southern Region. This position could also be filled by someone with a physical science degree, but the field should be narrowed to include only applicants qualified as hydrologists and meteorologists. |

Appendix B - Table of Approved Grade 14 Positions

(This is a work in progress and will be added when completed and approved)

Appendix C - Table of Approved Grade 13 Positions

(This is a work in progress and will be added when completed and approved)